

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p>Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page. 応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。 http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_JN_Forms.html (Working Place: Yokota Air Base 勤務地：横田基地)</p>		広報番号 Announcement No.	Y-16-005	
		初回選考締切り日 1 st Cut Off Date	22 Jun 2016	
		募集締切日 Closing Date	Open Until Filled	
		発行日 Date of Issue	08 Jun 2016	
1. 職種名 Job title (等級 Grade 1-7 / 語学能力級 LPL-4) <h3 style="text-align: center;">Management Analyst #120</h3> <h4 style="text-align: center;">(管理分析職)</h4>		募集人数 No. of Recruitment <h3 style="text-align: center;">1 名</h3>	4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant	
低い等級での採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade: 1-6 採用可能見習い等級／語学能力級 Acceptable Trainee level (see block #7): 等級 Grade-6, 語学能力級 LPL-3				
<input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Trade & Service <input type="checkbox"/> 保安・消防系 Security & Fire <input type="checkbox"/> 医療系 Medical				
2. 部隊 Activity Commander U. S. Forces Japan Directorate of Manpower Personnel And Support Labor Branch (J14) 勤務場所 Working Place: 福生市福生 Fussa, Fussa-shi		5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)		
3. 勤務時間 Work Schedule (週 40 時間制 hr/wk) 勤務日 Work Day: Mon - Fri 勤務時間 Work Hours: 0730-1630 Recess: 1130-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6. 職務内容 Duties Serves as technical advisor to the chief of labor branch to assist with distribution, transfer, abolishment, and redistribution of over 23,000 GOJ funded SMA spaces, between/among Service Components throughout Japan, and cross leveling between MLC, MC and IHA. Monitors MLC, MC, and IHA labor strength by Service Components and by installation. Pulls out a variety of data from the Data Disk provided by IAA of the GOJ and makes accurate reports for study. Analyzes labor trends, mission changes and future DoD postures throughout Japan and gives advice on appropriate SMA funded spaces level between MLC, MC and IHA among Service Components to meet HQ USFJ directives/guidance and other regulations. Researches, presents and coordinates labor cost issues with members of the Joint Labor Resource Committee (JLRC). Makes recommendation to improve LCS matters to JLRC. Responds to queries from Service Component resource staff for funded space and labor cost issues of MLC, MC, and IHA.				

6. 職務内容 Duties (Cont'd)

Analyzes labor cost of MLC, MC, IHA employees, calculates fair distribution amount of SMA budget to Service Components. Monitors shortfall invoice amounts to Service Components from MOD on monthly basis. Reconciles shortfall amount among Service Components after every Japanese Fiscal Year and advises on fund transfers. Coordinates with MOD officials (GOJ central level), Defense Finance and Accounting Services (DFAS) and Japanese commercial bank staff for smooth reimbursement of multi-million dollar labor cost shortfalls, travel cost, and other labor related costs. Advises and make recommendations to DFAS and budget/accounting organizations of Service Components for both APF/NAFI to ensure timely and accurate reimbursement actions.

Collects NAFI report data from Service Components' NAFI organizations and assists senior labor specialist to prepare the annual NAFI Report to MOD every year. Analyzes reports from Service Components and advises appropriate use of BWO funds in accordance with bilaterally agreed framework.

Provides advice and recommendations to the senior labor specialists in their negotiations with GOJ on various personnel, employment, and labor welfare programs; prepares and provides briefings to the JLAC/PCP/CP and other meetings, and develops USFJ directives or supplements on JN employment programs. Develops, administers, improve and coordinate procedures and various employment and service programs with MOD, IAA, and the Service Components technical staff. Translates and/or interprets during meetings and for documents between/among USFJ, Service Components, MOD, and IAA.

Performs other incidental and related duties as assigned.

7. 資格要件／身体条件 Qualification/Physical Requirements

GENERAL (Applicable to all grades): 全ての等級に必要な資格要件

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1. (Please see last page for LPL)

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。（最終頁参照）

- Knowledge of work in resource management (labor resources, manpower, financial management).
- Ability to translate Japanese to English both orally and in writing, to act as a translator in an official capacity, such as in meetings, special events, etc.
- Skill in operating Microsoft Office Suite (Word, Excel, Access, and Power Point).

BWT 1-7 (1-7 等級) :

- One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, OR doctorate degree in accredited Graduate School in a related field.

BWT 1-6 (1-6 等級) :

- One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR Masters Degree in a related field.

Non-Japanese Applicants: Only those who possess permanent residential status are eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport to your application.

Former US Military Members: Please attach DD Form 214 Copy (Member-4 copy) to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.

- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.

*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

学歴 Educational Background : See block #7

免許証／修了証 License/Certificate Required : See Block #7

8. 提出するもの Application and Associated Documents

*☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)

*☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)

*の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。

To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.

☒ 各免許証・資格証明書・修了証明書のコピー(7欄要件に該当する場合) Copy of license/certificate (if any in block 7 applies).

☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

☒ 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <選考結果通知用>

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice>

☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back) and Passport.

☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
Current USFJ Employee 現従業員 問合せ先： 在日米海軍厚木基地人事部 CNRJ HRO DSN 264-3425 / 3624 / 3427 ☎046-763- 3425 / 3624 / 3427	Current USFJ Employee 現従業員 提出先： 〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101	PDNO: USFJ-141-005

* 履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。Submitted applications will not be returned.

* 初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。After 1st Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

* 応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site

http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。
Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的な能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).
法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 1 5 年法律第五十七号）
PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.
主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。
注記：記録は電子書式、もしくは書面にて厳重に保管されます。
ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.
利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。
DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.
情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format revised. 2016-03-08